



**Rocky Flats
Citizens Advisory Board**

**Monthly Work Session
February 3, 1994**

GROUP MEMORY

Kathleen M. Morrison

AlphaTRAC, Inc.

February 11, 1994

ADMIN RECORD

SW-A-005712

ROCKY FLATS CITIZENS ADVISORY BOARD
FEBRUARY 3, 1994
WORK SESSION GROUP MEMORY

6:35

WE ARE ADDING THREE SEATS TO THE BOARD AS "EX-OFFICIO" SEATS
ONE FOR DOE REPRESENTATIVE - LEANNE SMITH
ONE FOR EPA REPRESENTATIVE - MARTIN HESTMARK
ONE FOR CDH REPRESENTATIVE - STEVE TARLTON
MIKE ARMSTRONG HAS RESIGNED FROM THE RFCAB
HE HAD A CONFLICT OF INTEREST WITH HIS NEW POSITION OF FEMA VIII
DIRECTOR
WE ARE GOING TO USE THE CONSENSUS METHOD MAILED OUT BY LEROY TO
OPERATE THIS MEETING

DOE NEEDS TO BE MORE UNDERSTANDING OF THE DIFFERENCE IN PERSPECTIVE
BETWEEN DOE AND THE COMMUNITY
NANCY PORTER WILL BE THE CENTRAL POINT OF CONTACT FOR THE BOARD
AND IS AVAILABLE AT 232-1966
THE RFCAB WILL BE MOVING INTO NEW OFFICES ON MARCH 1, 1994
THE NEW ADDRESS IS:

935 WADSWORTH BLVD

NEW SPACE IS EASY ACCESS AND HAS PLENTY OF SPACE FOR WORKING
GROUPS TO MEET THERE
THE PHONE NUMBER WILL CHANGE WHEN WE MOVE

NEW OFFICE WILL HOUSE THE PUBLIC READING ROOM PENDING OFFICIAL
NOTIFICATION FROM THE IAG PRINCIPALS
MOVING EXPENSES TO COME FROM THE REMAINING COLORADO COUNCIL ON
ROCKY FLATS BUDGET
WHAT ABOUT THE IDEA OF SHARING OFFICE SPACE WITH ROCKY FLATS
LOCAL IMPACTS INITIATIVE (RFLII)

JOE TEMPLE BROUGHT UP THE FACT THAT RFLII OFFERED TO LET US SHARE
CONFERENCE ROOM BUT NOT OFFICE SPACE
IS IT TOO LATE TO TALK TO THEM?
WE WILL KEEP OUR NEW OFFICE SPACE AND PURSUE THE IDEA OF RFLII
SHARING SPACE WITH THE CAB IN OUR NEW PLACE
WE SHOULD MAKE THIS A DISCUSSION ITEM ON OUR NEXT AGENDA

6:55

LIAISON REPORTS

DAVE NAVARO REPORTED ON THE NATIONAL CONVERSION PILOT PROJECT
STATUS

THE RFCAB HAS BEEN INVITED TO SIT ON THE STEERING COMMITTEE

THE NEXT MEETING, THE RFCAB WILL HAVE A Q&A AND PRESENTATION ON THE NCPP

DAVE IS ON THE STEERING COMMITTEE AS A STEELWORKERS UNION REPRESENTATIVE AND A "CAB OBSERVER"

DAVE IS KEEPING US INFORMED OF THE ACTIVITIES OF THE PILOT PROJECT BUT IS NOT SPEAKING ON BEHALF OF THE CAB

GINGER IS ATTENDING AS AN OBSERVER AS WELL

DO WE NEED AN OFFICIAL REPRESENTATIVE TO VOTE ON THE STEERING COMMITTEE

YES - BUT WILL NEED TO DEAL WITH RFCAB ISSUES ADMINISTRATIVE ISSUES FIRST AND THEN WE CAN ASSIGN REPRESENTATIVES

BEVERLY LYNE ATTENDED THE DOE IMPROVING PROJECT PERFORMANCE STAND DOWN ON JANUARY 26 & 27, 1994 AT THE ARVADA CENTER SHE REPORTED THAT PURPOSE WAS FOR THE GROUP TO COME UP WITH WAYS OF IMPROVING PROJECT PERFORMANCE WITHIN THE DOE SHE FLOATED AMONG THE DIFFERENT QUALITY IMPROVEMENT TEAMS THERE WAS A SPECTRUM OF VIEWS AMONG THE PARTICIPANTS

ONE PLANNING GROUP ASKED BEVERLY HOW TO IMPROVE STAKEHOLDER INVOLVEMENT

THEY WANT THE RFCAB TO SERVE AS A CENTRAL POINT OF CONTACT FOR STAKEHOLDERS

WE NEED TO ESTABLISH A WAY OF RATING MEETINGS SIMILAR TO THE RATING OF SKI HILLS - GREEN, BLUE, BLACK, DOUBLE DIAMOND, ETC. DEPENDING ON THE COMPLEXITY OF THE SUBJECT MATTER TO MAKE IT EASIER FOR THE CAB MEMBERS TO KNOW WHERE THEY WILL BE OF BEST USE

USE THE RATINGS TO CHOOSE WHO WILL BEST UNDERSTAND THE ISSUE AND BEST REPRESENT THE CAB

A RATING SYSTEM CAN ALLOW US TO SEND SCIENTISTS TO TECHNICAL MEETINGS, ETC.

USE THE RATING SYSTEM TO SEND A NURSE TO MEETINGS ON HEALTH AND SAFETY ISSUES AND SCIENTISTS TO TECHNICAL MEETINGS ETC.

THERE IS CONCERN REGARDING INDIVIDUALS SPEAKING ON BEHALF OF THE RFCAB

THE AGENDA ITEM FOR DISCUSSION OF COLORADO NON-PROFIT FILING IS MOVED - IT WILL BE DISCUSSED FOLLOWING ORGANIZATIONAL ISSUES

THE RFCAB MEMBER WENT AROUND THE TABLE AND INTRODUCED
THEMSELVES FOR THEIR BENEFIT AS WELL AS FOR THE AUDIENCE
7:10

BUDGET

LINE ITEM UNDER PAYROLL - THERE ARE NO TECHNICAL POSITIONS FUNDED
PER A RECOMMENDATION FROM THE DOE
THIS GROUP NEEDS A TECHNICAL COORDINATOR TO SERVE AS LIAISON TO
THE COMMITTEES

HOW ARE WE WORKING THIS DISCUSSION?

ARE WE REVIEWING THE BUDGET LINE BY LINE

HOW ARE WE COVERING OUR MOVING COSTS?

THEY ARE BEING DONATED FROM THE COLORADO COUNCIL ON ROCKY FLATS
LETS LOOK ONLY AT THE BUDGET LINE ITEMS OF CONCERN

HOW ARE WE GOING TO RECORD OUR MEETINGS?

WE COULD USE A COURT REPORTER - FOR A THREE HOUR MEETING IT WOULD
COST APPROXIMATELY \$500-\$750.

IS THERE A LEGAL REQUIREMENT THAT SAYS WE MUST RECORD OUR
MEETINGS?

IT WOULD BE GOOD TO RECORD OUR PANEL SESSIONS

THERE IS NO DOE REQUIREMENT FOR RECORDING MEETINGS

WHAT DOES THE BOARD NEED AS FAR AS MEETING RECORDS GO?

IF WE BECOME A CORPORATION, WE WILL BE REQUIRED TO KEEP MINUTES
GALE BIGGS SAID HE UNDERSTOOD DOE CURRENTLY HAS A MORATORIUM ON
PUTTING OUT REPORTS BUT WHEN THAT IS OVER, WE WILL NEED A
TECHNICAL COORDINATOR

DOES THE BUDGET COVER TRANSCRIPTION OR CURRENT RECORDING

NO- THE BUDGET INCLUDES FACILITATION, BUT NOT THE RECORDING OF
MEETINGS

THE EQUIPMENT IN THE BUDGET WAS FOR A VIDEO CAMERA TO RECORD
MEETINGS, ETC.

BETH JORDON, AUDIENCE MEMBER AND DOE REPRESENTATIVE, SAID THAT
THE ROCKY FLATS SITE WOULD BE HAPPY TO LOAN THE CAB ANY EQUIPMENT
IT NEEDED

WE NEED TO PUT MONEY IN THE BUDGET FOR RECORDING MEETINGS

WE NEED TO CHOOSE A METHOD OF RECORDING

MOTION MADE TO MOVE THE MONEY IN THE BUDGET (\$900) FROM
EQUIPMENT TO THE SECRETARY POSITION AND THEN RECORD ALL THE
MEETINGS ON TAPE AND HAVE THE SECRETARY TRANSCRIBE THEM

BEVERLY LYON STATED THAT SHE BELIEVED WE ARE USING 12 MONTHS OF MONEY IN ONLY 6 MONTHS SO WE CAN RELAX A LITTLE OVER THE MONEY WE CAN MOVE MONEY FROM UNDER SUBCONTRACTING TO ANOTHER SPOT IF THE MONEY IS FROM DOE, WE MUST BE VERY DETAILED IN HOW WE PLAN TO SPEND IT

FORMAL RECOMMENDATION WAS MADE TO ADD A LINE ITEM FOR A PROGRAM COORDINATOR TO COVER THE TECHNICAL ISSUES
WE NEED A PERSON ON PAYROLL TO BE THE PROGRAM COORDINATOR AND USE THE SAME SALARY LISTED FOR TECHNICAL COORDINATOR IN THE 2ND DRAFT BUDGET

CAN WE REDUCE THE ALLOTTED THE SALARY AMOUNTS?

CAN WE HAVE A COORDINATOR, A LIAISON (TECHNICAL) AND A SECRETARY?
MUST LOOK AT THESE SALARIES AS THE UPPER LIMITS
WE WILL GET BETTER RESULTS FROM SALARIED PERSONNEL THAN FROM CONSULTANTS

BETH JORDON SAID THAT THE MONEY IN THE BUDGET WILL COVER ONE YEAR FROM DATE OF ISSUE - NOT SIX MONTHS

STEVE TARLTON OF CDH CAUTIONED THAT DOE FUNDING IS VERY SPORADIC

IT WOULD BE GOOD TO HAVE MONEY LEFT OVER IN THE BUDGET AT THE END OF THE YEAR

WE NEED TO HAVE ALL FOUR POSITIONS SUPPORTING THE BOARD
LETS ADD THE PROGRAM COORDINATOR AND HAVE THE BUDGET COMMITTEE WORK OUT THE SALARIES

WE MAY NEED TO ADD MONEY FOR EXPENSES, NEWSLETTERS, PROJECT FUNDING, ETC.

THE IDEA IS TO NOT RUN OUT OF MONEY

WE ALREADY ADDED 15% TO ALL FIGURES TO COVER THESE ITEMS

NEED TO SHOW THE PUBLIC \$325K VALUE

LETS OKAY THE BUDGET FOR NOW AND RETURN TO IT AGAIN LATER

WE NEED TO BE SENSITIVE TO THE FACT THAT THIS IS PUBLIC MONEY
15% WAS ADDED TO ADDRESS ISSUES NOT IN THE BUDGET THAT ARE IDENTIFIED ALREADY - IT IS NOT MEANT AS PADDING

THESE ITEMS WILL BE LOOKED AT BY THE BUDGET COMMITTEE

THE NEXT STEP WILL BE A PROGRAM BUDGET

ADD TO THIS BUDGET THE PROGRAM COORDINATOR - TECHNICAL POSITION - AT \$42K MAXIMUM PLUS FRINGE

THE 1994 INTERIM BUDGET IS FORMALLY APPROVED

7:55 - 5 MINUTE BREAK

8:05 - BYLAWS

MUST KEEP FOCUSED AND INTENTIONAL IN OUR REVIEW OF THE BYLAWS
MUST SPEAK UP IF YOU HAVE ANY CHANGES
MUCH OF THE TEXT HERE IS REQUIRED BY COLORADO LAW FOR THE
FORMATION OF A NON-PROFIT ORGANIZATION

EX - OFFICIO BOARD MEMBERS FROM CDH, EPA, AND DOE - DOE WE NEED TO
ADD TEXT TO ENSURE THESE PEOPLE ARE OF A CERTAIN LEVEL WITHIN THEIR
ORGANIZATION SO THEY CAN SPEAK FOR THEIR ORGANIZATION
MARTIN HESTMARK, EX OFFICIO FROM EPA SAYS THEY DON'T WANT TO BE
MEMBERS, THAT WOULD BE CONTRARY TO THE POINT OF THE BOARD

EX-OFFICIO STATUS KEEPS THESE PEOPLE SEPARATE WHICH IS NECESSARY
BECAUSE THE RFCAB ADVISES CDH, EPA AND DOE
AGENCY REPRESENTATIVES CANNOT BE MEMBERS OF THE CAB
EX-OFFICIO MEMBERS WILL BE ADDRESSED IN ARTICLE 5 AND ARTICLE 4
WILL REMAIN WITH NO MEMBERS
HOW WILL ADMINISTRATIVE DECISIONS BE MADE
CONSENSUS PROCESS BEING USED FOR DECISION MAKING IS DIFFERENT FROM
CONSENSUS ON ADMINISTRATIVE PROCEDURES

LEAVE MAJORITY VOTE ON ADMINISTRATIVE PROCEDURES
DOES MAJORITY REFER TO ALL MEMBERS PRESENT OR ALL CAB MEMBERS?
NO - IT MEANS ALL CAB MEMBERS, CURRENTLY AT LEAST 14 MEMBERS OF
THE CAB
ON LEGAL MATTERS IN PARTICULAR, WE NEED A MAJORITY VOTE OF ALL
CAB MEMBERS
WHAT IS MEANT BY A "NATURAL PERSON"?
THAT MEANS NOT A CORPORATION
SHOULD WE HAVE LIMITED TERMS FOR BOARD MEMBERS?
THE PUBLIC NEEDS TO FEEL LIKE THERE IS AN OPPORTUNITY TO APPLY TO
THE BOARD
THIS WILL ALSO FORCE INTERACTION WITH THE COMMUNITY (SOLICITING
NEW BOARD MEMBERS)
THE GROUP FAVORS LIMITED TERMS

REMEMBER THAT WE WILL NEED TO ACCLIMATE ALL NEW MEMBERS
WILL WE HAVE A ENOUGH TURNOVER WITH A JUST NATURAL TURNOVER
WE CAN STAGGER TERMS SO THAT WE DON'T HAVE THE ENTIRE BOARD TURN
OVER AT THE SAME TIME
LIMITED TERMS WILL CREATE UNNECESSARY ADMINISTRATIVE
PROCEDURES
LET NATURAL ATTRITION HANDLE THE STAGGERING
A PROPOSAL IS MADE FOR NO TERM LIMITATIONS AND OPEN SOLICITATIONS
USED TO ATTRACT NEW BOARD MEMBERS

A PROPOSAL IS MADE FOR A SIX YEAR CAP ON TERMS
A PROPOSAL IS MADE FOR STAGGERING ORIGINAL TERMS ON 4, 6, AND 8
YEAR TERMS AND THEN NEW MEMBERS ARE AUTOMATICALLY 6 YEAR TERMS
DO WE NEED TO PROTECT THE LEVEL OF REPRESENTATION?
YES, OUR CREDIBILITY DEPENDS ON OUR REPRESENTATION
WE CAN ENSURE REPRESENTATION THROUGH OUR CHARTER RATHER THAN
THE BYLAWS
GROUP AGREES NOT TO PUT REPRESENTATION RESTRICTIONS IN THE BYLAWS

ARE LOST WAGES CONSIDERED PER DIEM?

NO

TONIGHTS AGENDA NEEDS TO BE READDRESSSED

DO WE WANT TO CONTINUE WITH THE BYLAWS OR HAVE OUR PRESENTATION
ON THE SITEWIDE ENVIRONMENTAL IMPACT STATEMENT AND HOW IT
RELATES TO THE STRATEGIC PLAN?

WE ALSO MUST LOOK AT THE NON-PROFIT AND COMMITTEE ISSUES ASAP

FOR THE NON-PROFIT ISSUED, GINGER WILL SEND OUT A MEMO DETAILING
THE ISSUE AND THEN WE CAN DISCUSS IT AT THE NEXT MEETING

THE ARTICLES OF INCORPORATION ARE NOT NECESSARY FOR FILING FOR NON-
PROFIT STATUS

IN THE FUTURE WE WILL HAVE TO HAVE OUR PRESENTATIONS FIRST SO WE
DON'T INVITE PEOPLE HERE AND THEN MAKE THEM WAIT ALL NIGHT

SHOULD THE BOARD SECRETARY AND TREASURER BE BOARD MEMBERS?
MEMBERS OF THE BOARD WILL NOT BE INTERESTED IN HOLDING THESE
POSITIONS

THEY SHOULD BE BOARD MEMBERS OR THEY CANNOT VOTE ON ISSUES
STAFF MEMBERS CAN DO THE ACTUAL TASKS
OFFICERS MUST BE ON THE BOARD AND HAVE A VOTE

THE WAY THIS IS CURRENTLY WRITTEN IT WILL ALLOW US TO DO IT EITHER
WAY - THEY CAN BE BOARD MEMBERS BUT DON'T HAVE TO BE

NON BOARD MEMBERS ARE NOT BOUND BY THE BYLAWS

A VOTE IS TAKEN AND IT IS DECIDED THAT THE OFFICERS MUST BE BOARD
MEMBERS

THE CHAIR WILL SERVE AS OFFICIAL SPOKESPERSON - SOMEONE NEEDS TO BE
A FIGUREHEAD

ATTENDANCE (APPROVED ABSENCES) WILL NEED APPROVAL OF THE CHAIR
AND VICE CHAIR

WE WILL HOLD OFF ON ALL PRESENTATIONS UNTIL ALL THE

ADMINISTRATIVE PROCEDURES ARE TAKEN CARE OF

WE NEED ONE REPRESENTATIVE TO GO TO WASHINGTON DC TO A MEETING ON
SITE SPECIFIC BOARDS

DOE IS FUNDING THE TRIP ON FEBRUARY 15-16, 1994
CAROL O'DOWD, CHAIR, WILL REPRESENT THE BOARD

AGENDA FOR THE FEBRUARY 17, 1994 MEETING WILL BE:

BYLAWS

COMMITTEES

CORPORATE FILING

REPRESENTATION ISSUES

DAVE NAVARO WILL NOTIFY MSC THAT THERE WILL BE NO PRESENTATION
NEXT MEETING

THE COMMITTEE PROCESS WILL NEED A PRIORITIZATION MECHANISM
WE NEED TO FORMALIZE OUR ROLE ON THE NATIONAL CONVERSION PILOT
PROJECT STEERING COMMITTEE SOON BECAUSE WE HAVE AN OPEN OFFER
NOW TO GET INVOLVED

WE ALSO NEED TO DISCUSS LEROY'S LETTER AND THE ISSUE OF CAB
REPRESENTATION

NEED TO MAKE THE TIME TO DISCUSS RFLII ISSUES

A SMALL GROUP WILL MEET TO DISCUSS THIS ISSUE

WE NEED TO SET UP COMMITTEES AS SOON AS POSSIBLE

JOE HAS PERMISSION TO SET UP SMALL GROUP TO DISCUSS RFLII - CHAIR
AND VICE CHAIR MUST BE INVOLVED

WE WILL NEED TO HAVE 2 MEETINGS IN MARCH, ONE ON 3/3/94 AND ONE ON
3/17/94

AUDIENCE HAND OUTS SHOULD BE SENT TO NANCY BEFORE THE MEETINGS
AND IF THAT'S NOT POSSIBLE, PLACED ON A TABLE IN THE BACK OF THE
ROOM

WE WILL HAVE TO HAVE THE PUBLIC COMMENT PERIOD IN THE BEGINNING
OF THE MEETING TOO

WE SHOULD HAVE AN OPEN FORUM SIMILAR TO HOW COLORADO COUNCIL
WAS SET UP

WE CAN START THAT IN OUR MARCH MEETINGS

MEETING WAS ADJOURNED AT 10:05